

WEBSITE GUIDE AND BEST PRACTICES

LOGGING IN

Current website address: <https://ca50000560.schoolwires.net/> You will login at www.sbceo.org once the site goes live.

Login: first initial, last name (i.e. SSalcido)

Password: whatever you chose. If you've forgotten it, please select "forgot my password".

Go to the right side of the page and click on User Options, select sign in.



[Translate](#) | [User Options](#)

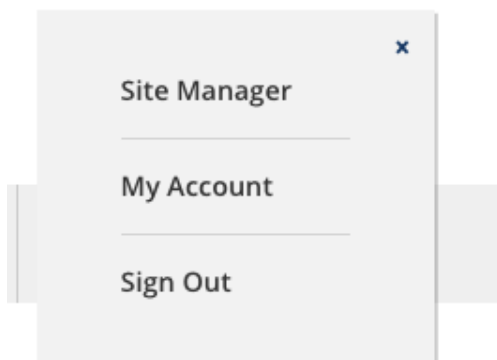


SBCEO Home



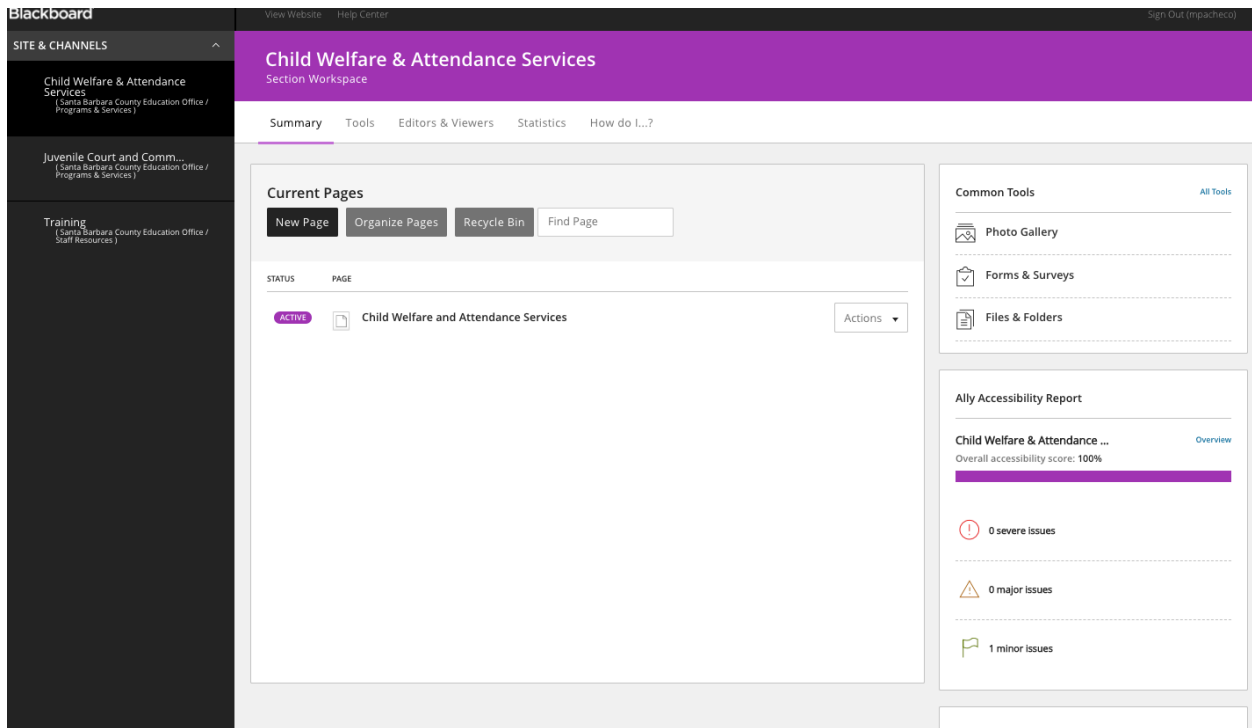
Once you're signed in, go back to the User Options and select Site Manager.

[Translate](#) | [User Options](#)



You'll now have access to the back end of the website.

Your access will look something like image below with the pages, sections or channel you have access to edit listed on the far left.






CONTENT

- Keep writing simple and concise.
- To the greatest extent possible, put information directly onto a page instead of linking a PDF. It is easier for the user.



Editing toolbar:

- Use this toolbar to:
- Paste text (and clear formatting)
- Style text:  Use this to create Grey_Border_Box, Primary_Border_Box (blue), Secondary_Border_Box (maroon). Do not use H1_Template-H4_Template.
- Size text:  Please do not size your text. The template is set up to have consistent sizing.
- Heading:  Use this for H2-H4 tags for accessibility.

PAGES

When to turn on left navigation (Ask Joan or Valerie to turn it on/off.)

- If the section is only 1-2 pages, don't use left navigation.
- If the section is only 3-5 pages and has less than a half page of information, you may use left navigation.
- If the section is between 3-5 pages with lots of information, use left navigation.
- If the section has more than 5 pages, use left navigation

DOCUMENTS

Documents on the website

- To the greatest extent possible, put information directly onto a page instead of linking a PDF. It is easier for the user.
- Part of accessibility means the user doesn't have to have a specific software, like the office suite. Only accessible PDFs should be put on the site. Do not put PowerPoint or word documents on the site.
- All documents should meet accessibility standards or should not be uploaded to the website. If not accessible, ask the person generating the document to provide it to you in an accessible format.
- Scanned documents are not accessible.

IMAGES

- Use images that add value to the page and convey necessary information. All images need to have alternative text (alt text) to give information to a screen reader.
- Be concise, clear and descriptive with alternative text (a total of 125 characters). For example, "Boy jumping rope outside" rather than "young boy jumping rope in a field behind his school."
- Images with text within the image are not accessible.
- Infographics need to be described in an article or linked to a text-only version of a page.

LINKS

- Every link should describe what the user can expect to find when they click it. Web addresses or URLs are not considered informative and should not be used. Avoid using phrases like "click here" or "see more."
- Alternative text for hyperlinks should tell the user what type of document it is, For example, good alternative text: PDF document of accessibility resources
- Alternative text for xxx.
- When linking to an external page or document, select "open in new window."

LISTS AND TABLES

- Use lists over tables when possible. Properly created numbered lists inform the screen reader user how many items are in the numbered list and read the number for each item. Tables can be accessible but are more difficult for screen readers to navigate.
- Never use tables to create visual layout of content.

DOCUMENT FILING

- Name files as YYYYMMDD_deptordivision_FileName or YYYY_dept_FileName. For example, 20200119_ETS_Agenda or 2019_HRForm_AddressChange. At the very least, put in the year and file name. If you can see that a form has an approved date of 2017, then put the year approved and the form name, i.e. 2017_DepositAuthorization. The purpose for doing this that the chronological order of the records is maintained when the file names are listed and it makes it easier when trying to retrieve the latest document.
- To maintain the numeric order when file names include numbers it is important to include the zero for numbers 0-9. This helps to retrieve the latest record number. i.e. 01, 02 ... 99, unless it is a year or another number with more than two digits.
- When uploading a new version of an existing document, delete the old version. The website is not a document archive. If needed, older versions can live on SBCEO servers but should be removed from the website file library.

ACCESSIBILITY RESOURCES

To make a document accessible, it's best to start in the programs such as Microsoft Word, PowerPoint, and Open Office. These provide style and formatting options to build the proper structure into your documents.

Heading structure

Headings are critical when creating accessible content. They provide screen reader users with the ability to jump directly to specific content, which can save them time.

Emphasizing content

Screen readers do not identify font styles including color, bold, italics, underline and strikethrough. Do not use them as the only way to indicate importance or convey information.

Example: Red text looks like an alert. Users of screen readers will not know the text is red. They miss the cue and don't know it's an alert.

When you need to give a strong visual cue, use an accessible alternative such as an exclamation point or question mark. Screen readers intonate exclamation and question marks. This means the tool will not read "question mark"—instead, it will lend a questioning tone as it reads a question aloud.

Blackboard Accessibility Resources

Adding headings to a document

https://help.blackboard.com/Ally/Ally_for_LMS/Instructor/Improve_Accessibility/Add_Headings_To_A_Document

Adding headings to a document table

https://help.blackboard.com/Ally/Ally_for_LMS/Instructor/Improve_Accessibility/Add_Headers_to_Document_Data_Tables

Fix text contrast

https://help.blackboard.com/Ally/Ally_for_LMS/Instructor/Improve_Accessibility/Fix_Text_Contrast

Add image descriptions

https://help.blackboard.com/Ally/Ally_for_LMS/Instructor/Improve_Accessibility/Add_Image_Descriptions

Tag a PDF

https://help.blackboard.com/Ally/Ally_for_LMS/Instructor/Improve_Accessibility/Tag_a_PDF

OTHER BLACKBOARD TOOLS

Blackboard Help:

<https://community.blackboard.com/home>

Web Community Manager YouTube Videos

https://www.youtube.com/playlist?list=PLontYaReEU1tdgQeaUWtQXBNU_VCcrzv-

Photo resizing tool <https://templatelibrary.schoolwires.net/imageEditor?w=600&h=400>

Apps

- Written descriptions of each app
https://help.blackboard.com/Web_Community_Manager/Teacher_Editor/App_Showroom
- See the apps on a page (the list is set up on the left column)
<https://sw00000004.schoolwires.net/domain/39>
- Matrix (our template) templatelibrary.schoolwires.net/matrix

OUR WEBSITE SPECIFICS

Our website colors

Maroon - 993333

Dark blue – 173763

Dark overlay – 282828

Samples of header information <https://templatelibrary.schoolwires.net/Page/7468>

Template Styles <https://templatelibrary.schoolwires.net/Page/7682>

TRAINING NOTES
